

Personnel Board Summarized Minutes
Monday, February 7, 2011

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro Ameneiro, Vice-Chairperson; Mario Diaz, Member; Ann Infante, Member; and Beatriz Sosa, Member.

ON THE DAIS:

File Room Coordinator Aide job description reflecting the changes requested and approved by the Personnel Board at the January 3, 2011 meeting (Item 11a, Exam Request for File Room Coordinator Trainee).

Resume of Ms. Ivis Valdes reflecting revisions as requested by the Personnel Board at the January 3, 2011 meeting (Item 11b, Exam Request for Office Coordinator).

AGENDA

1. Request to approve the minutes of the January 2011 Personnel Board meeting.

APPROVED. Motion by Ms. Ferro Ameneiro. Second by Ms. Infante. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received January 2011.

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| 1. Ernesto Clavijo | Police Department |
| 2. Carl Zogby | Police Department |
| 3. Orlando Cuba | Office of Management & Budget/Purchasing |

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro Ameneiro. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for January 2011. (supporting documents provided via email.)

SO NOTED.

4. Report of Civil Service **Appointments** for January 2011.

SO NOTED.

5. Report of Civil Service **Resignations** for January 2011.

SO NOTED.

6. Report of **Maternal/Paternal Leave** for January 2011.

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| 1. | Jorge Gonzalez | Information Technology Department |
| 2. | Carlos Coronel | Fire Department |
| 3. | Leonard Dominguez | Fire Department |
| 4. | Barbara Gonzalez-Tamburello | Fire Department |
| 5. | Julian Troncoso | Fire Department |
| 6. | Amado Herrera | Police Department |
| 7. | Latrice James | Police Department |
| 8. | Patricia Rios | Police Department |
| 9. | Miguel Suarez | Police Department |

SO NOTED.

7. Report of **Leave of Absence** for January 2011. None

SO NOTED.

8. Request to conduct a Civil Service examination for the **Human Resources Aide (Katiuska Araujo)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Range 29 - \$1094 - \$2309 Bi-weekly

APPROVED. Motion by Ms. Infante. Second by Mr. Diaz. Passed by unanimous vote.

9. Request to conduct a Civil Service examination for the **Office Coordinator (Nancy Carnevale - Fire)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Range 01 - Management

APPROVED. Motion by Ms. Sosa. Second by Mr. Diaz. Passed by unanimous vote. (Mr. Carnevale relinquished the gavel to Ms. Ferro Ameneiro, Vice-Chairperson due to conflict of interest.)

10. Request to conduct a Civil Service examination for the **Office Coordinator (Ana Fuentes - Human Resources)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Range 01 - Management

APPROVED. Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

11. Request to conduct a Civil Service examination for the **Program Specialist II - Education** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy **new** of job description. (No eligibility list on file.)

Range 48 - \$1056 - \$2127 Bi-weekly

APPROVED. Motion by Ms. Infante. Second by Ms. Ferro Ameneiro. Passed by unanimous vote.

12. Request to **rename/revise** the job description for the position of **Occupational License Inspector** to **Business Tax Inspector**.

APPROVED. Motion by Ms. Ferro Ameneiro. Second by Ms. Infante. Passed by unanimous vote.

13. Request to hear **Unfinished Business**. None

14. Request to hear **New Business**.

APPROVED. Motion by Ms. Infante. Second by Ms. Ferro Ameneiro. Passed by unanimous vote.

- 14a. Request to certify eligibility list of **Concessions Operator (Recreation)**.

APPROVED. Motion by Mr. Diaz. Second by Ms. Ferro Ameneiro. Passed by unanimous vote.

****Mr. Carnevale announced that he will not be present at the March 7, 2011 meeting due to his obligations with the St. John's Apostle Church carnival.****

NEXT PERSONNEL BOARD MEETING: "March 7, 2011"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.